



**UNITED STATES DISTRICT & BANKRUPTCY COURTS
FOR THE DISTRICT OF COLUMBIA**



JOB OPPORTUNITY NUMBER: #2008-17

POSITION: Information Technology Database Administrator

LOCATION: Washington, D.C.

OPENING DATE: AUGUST 21, 2008

CLOSING DATE: OUF

CLASSIFICATION LEVEL/SALARY RANGE: CL 28 (\$55,809– \$90,698)

Salary commensurate with work experience, prior/present pay history and previous federal government experience.

POSITION OVERVIEW

The United States District and Bankruptcy Courts for the District of Columbia are seeking a qualified candidate for the position of Information Technology Database Administrator. This position is located in the Clerk's Office for the United States District and Bankruptcy Courts for the District of Columbia and reports to the Director or Assistant Director of the Office of Information Technology. The incumbent's primary responsibility is to maintain and support the courts case management and electronic case filing system (CM/ECF). The Database Administrator supports all aspects of the court unit's case management system and has significant interactions with end users.

DUTIES AND RESPONSIBILITIES

Employee independently develops plans, as well as advises and makes recommendations to management on matters that take into consideration complex information technology issues within the court unit.

Receives, evaluates, and responds to user requests for special purpose reports drawn from established databases.

Manipulates and displays data to reflect various business scenarios as presented by the customer. Provides additional arrays of data based on knowledge of user needs and types of information available. Provides advice and assistance to database users on techniques for storing and retrieving data effectively and efficiently.

Provides user support, training, and problem resolution for systems-related problems. Specify users and user access levels for each segment of database.

Modifies existing database management systems and consults with management to direct programmers and analysts to make changes.

Provides authoritative advice and makes decisions on applying new technologies to issues of database configuration and operation.

Maintains contact with other automation personnel both locally and nationally for the purpose of staying knowledgeable of developments, technique, and user programs.

Tests databases, correct errors, and make necessary modifications. Performs data backups, disaster recovery operations and ensure data integrity.

Other duties as assigned.

EDUCATION AND QUALIFICATIONS

A bachelor's degree in the area of information technology or the related from an accredited college or university OR equivalent and advanced automation training, is required.

Knowledge and experience with various programming languages such as Perl, Javascript, PHP and SQL preferred.

Must possess a minimum of two years technical experience related to Linux, Web servers, TCP/IP, ODBC, Perl, PHP, SQL, Informix (or other relational database), hardware and software installation, application support, data communication functions and training.

Excellent customer service skills are essential for this position.

Must demonstrate through communication skills both orally and in writing, the ability to interact in a professional manner with all levels of staff is also required.

Additional Technical Requirements:

Experience as a database administrator for Informix, MySQL, DB2, or other relational database; Experience with LINUX operating system; Ability to manage and maintain LINUX and other servers.

Ability to manage and maintain a relational database; Experience with monitors and optimizes hardware, operating system and databases to improve system performance and reliability.

Experience installing security, operating system patches and database software upgrades.

Ability to perform database and system backups, verification and recovery.

Ability to maintain library of software, including documentation of locally developed material.

Ability to develop, modify and run special reports as requested and provide help desk support for the courts case management system.

Worked as a database administrator for Informix, MySql, DB2, or other relational database.

Experience with LINUX operating system.

Ability to manage and maintain LINUX and other servers.

Ability to manage and maintain relational databases.

Monitors and optimizes hardware, operating system and databases to improve system performance and reliability.

Installs security, operating system patches and database software upgrades.

Performs database and system backups, verification and recovery.

Maintain library of software, including documentation of locally developed material.

Develop, modify and run special reports as requested.

Provides help desk support for the courts case management system.

Specialized Experience

Candidate must possess a minimum of two years technical experience related to Linux, Web servers, TCP/IP, ODBC, Perl, PHP, SQL, Informix (or other relational database), hardware and software installation, application support, data communication functions and training.

Preferred skills/experiences

An undergraduate degree in the field or equivalent advanced automation training.

Knowledge and experiencing with various programming languages such as Perl, Javascript, PHP and SQL.

Customer service is a key to our success and must be demonstrated through excellent communication skills, and the ability to interact professionally with all court staff.

BENEFITS

A generous benefits package is available to full-time permanent employees which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service towards leave accrual rates and retirement

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the United States.

All positions at the United States District and Bankruptcy Courts for the District of Columbia are Excepted Service Appointments. Excepted service appointments are at will and can be terminated with or without cause by the court.

The Courts requires employees to adhere to a Code of Ethics and Conduct.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. The Courts reserve the right to modify the conditions of this announcement without prior notice.

APPLICATION INFORMATION

Qualified persons interested in being considered for this position must submit a cover letter detailing related experiences and knowledge and a detailed resume.

All application materials are to be sent to:

U.S. District and Bankruptcy Courts for the District of Columbia
DEPARTMENT OF Human Resources
333 CONSTITUTION AVENUE

WASHINGTON, DC 20001
Fax: (202) 354-3528

Or

Via email to: DCD_HumanResources@dcd.uscourts.gov

If your application packet does not provide all information requested, you may lose consideration for this position.

Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense. Relocation expenses for the successful candidate are not guaranteed, but may be reimbursed given a favorable budget situation and upon appropriate approvals.

The United States District and Bankruptcy Courts are Equal Opportunity Employers